

St. Paul Parks and Recreation Community Garden Proposal

Please use the following application when submitting your proposal for a community garden to the City of Saint Paul, Division of Parks and Recreation. Please read accompanying guidelines and cover letter for this form before filling it out. Proposals can be sent at any time to: Mark Granlund, 1100 Hamline Avenue N, St. Paul, MN 55108. Phone: 651-632-2454. Fax: (651)632-5115 Email: mark.granlund@ci.stpaul.mn.us

Date Submitted:

Garden Contact Person

Name:

Address:

Phone:

E-mail:

District Council

and Name:

Contact Person:

Phone:

Group Submitting Community Garden Proposal

(please describe your group and any partners you may have)

Reason for Proposing Garden

Proposed Location

Name of park and bordering streets:

Location within the park - list landmarks:

Attach a map and a photo of the site. (Map can be hand-written or call [651]588-2317 for a copy of a map for your park.)

Site Qualifications

Is there water access within the park? ☐ YES ☐ NO

If no, what measures will be taken to assure proper watering of the garden?

Parking: ☐ On Street ☐ Off Street ☐ No Parking

Special Features: (Existing beds, tool box, meeting areas, etc.)

Nature of Garden

Type or Theme:

Plot Size/Garden Size:

Programming Focus (If any, e.g. arts, inter-generational, gardening classes, educational, wildlife, etc.)

Technical Support

What kind of materials, technical advise, supplies do you anticipate needing from Parks and Recreation in order for the garden to be a success?

Timeline: Please give us a timeline of this garden project including when you would like to begin planting, and when, if ever you envision the garden coming to an end.

Community Support and Information Gathering

STEP 1: District Council Meeting
 Date(s):

Comments/Concerns:

STEP 2: Community Meetings

Date(s):

Comments/Concerns of Community/How Handled:

STEP 3: Discussion Meeting
Date(s):
Comments/Concerns:

Attachments

- T Letters of support from partnering organizations: Schools, District Council, businesses, organized housing communities, etc.)
- T List of local organizations who have committed to help create and maintain this community garden, and how are they going to help (be specific, please). Include name, address and phone if possible.
- T List of individuals committed to maintain a garden with specific information on how they're willing to help. Include name, address and phone if possible.

Proposal checklist:

Please use this checklist to help you gather together your proposal information. Please check these items off as you gather them.

- 9 Read Cover Letter
- 9 Read Application Guidelines
- 9 Fill out complete application form
- 9 Attach a scale map of garden with photo of site
- 9 Meet with district council
- 9 Meet with the larger community to determine support
- 9 Meet with people involved in the garden to finalize proposal, design and plant lists
- 9 Attach letters of support from district council, schools, partnering businesses
- 9 Attach list of local organizations involved and relevant information
- 9 Attach list of individuals involved and relevant information

Thank you for taking the time to submit a proposal. Please call if you have any

questions regarding this process. Mark Granlund (651)632-2454.